

CONFIDENTIAL

Proposed Dispatch

SUBJECT: KUBARK Retirement Program

1. KUBARK policy provides that employees take advantage of their right of retirement with full annuity when they become eligible under the Civil Service Retirement System. Therefore, employees normally retire upon completing 30 years' service at the age of 60, or after five or more years of service at the age of 62.

25X1 2. The Office of Personnel notifies employees five years in advance of the date of their eligibility for retirement. Two years in advance of the date of retirement the responsible supervisor discusses the pending retirement with the individual and notifies him of services and counseling provided by the Office of Personnel. The component may request of [] an extension of the retirement date if the individual possesses a special talent or competence which is essential to the function of the organization. Such request may be submitted one year in advance of the scheduled retirement date. A person who is continuing to perform satisfactorily and conscientiously would not, by that alone, merit such an exception. His capabilities must be vitally needed and of such a nature or character that he cannot be replaced by the scheduled date of retirement.

25X1 3. Consistent with KUBARK policy, this Division will recommend retention of an employee beyond normal retirement date only where it can be clearly established an employee has skills, an unique personal operational contact or other such special qualification which cannot adequately be replaced prior to the scheduled retirement date. Additionally, any recommendation for retention of an employee beyond normal retirement date will be for a specified period of time normally not more than a year to permit training of a replacement or other such action which will not endanger our operational capabilities. [] is not authorized to approve retention of an employee beyond normal retirement date solely for compassionate reasons. However, the existence of personal circumstances relating to scheduling an employee's retirement may be submitted by the employee to the KUBARK Retirement Board for consideration.

GROUP 1
Excluded from automatic
downgrading and
declassification

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